

Professional Profile



MILA GANT

Management Service Coordinator
Management Services

CURRENT RESPONSIBILITIES

As Management Service Coordinator at Grubb & Ellis|Harrison & Bates, Mila is responsible for assisting with a diverse portfolio of Retail, Office, Industrial and Medical properties. Her responsibilities are to assist the Property Management division on a daily basis to include scheduling of maintenance request and the follow-up of day-to-day, utility/vendor service coordination, contract administration, lease admin., special projects, customer care, and administrative assistant to Vice President and Property Managers in the Management Service.

CAREER SUMMARY

Mila previously worked for Shionogi Qualicaps in Whitsett, North Carolina as Training Documentation Administrator where she was responsible for maintaining over 200 plus employee human resources/training files. From 1993 to 1994, she was employed at Dudley Cosmetics, Inc. in Greensboro, North Carolina as Quality Control Inspector. In this role, she was responsible for the facility testing of production lines, production changeover, production safety, and product retention program.

Mila brings a diverse background in Management/Customer Service and her people skills make her uniquely qualified to assist our clients.

EDUCATION

Mila is a graduate of North Carolina Agricultural and Technical State University with a Bachelor of Science in Industrial Technology, with a core concentration in Manufacturing.

PROFESSIONAL AFFILIATIONS

Richmond Realtors Association

Virginia Real Estate License

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